



Policy: 4200
Procedure: 4200.07
Chapter: Case Management
Rule: Multidisciplinary Team

Effective: 11/20/06
Replaces: 4321.01
Dated: 05/01/06

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall ensure that the progress of a juvenile in custody is reviewed on an on-going basis and that the juvenile, his/her family, and others acting on the juvenile's behalf are afforded an opportunity to participate in a multidisciplinary team (MDT) process.

Rules:

1. The Multidisciplinary Team:

- a. The **YOUTH PROGRAM SUPERVISOR (YPS)** shall convene and lead a weekly MDT meeting:
 - i. The following **REPRESENTATIVES** from each discipline shall attend **weekly**:
 - (1) Youth Program Supervisor, Facilitator;
 - (2) Psychology Associate (QMHP), Co-Facilitator;
 - (3) Youth Program Officer III (YPO III), Case Manager;
 - (4) Education Representative;
 - (5) Youth Corrections Officer (YCO) staff;
 - (6) Recreation representative;
 - ii. Consistent with Form 4200.07A MDT/Weekly Meeting Notes, the **YPS** shall include in the agenda for the **weekly** meeting, at a minimum:
 - (1) Unit life/milieu issues;
 - (2) Suicide prevention;
 - (3) Review of juvenile's having behavioral/emotional problems;
 - (4) Juvenile level reviews;
 - (5) Juvenile activities and planned events;
 - (6) Juveniles scheduled for monthly review;
 - (7) Staff development;
 - (8) Safety and security issues;
 - iii. The **YPO III** shall record the minutes of the weekly meeting, maintain them in the MDT binder, and file all forms and MDT documentation.
- b. The **YOUTH PROGRAM SUPERVISOR (YPS)** shall convene and lead a monthly MDT meeting:
 - i. The following **REPRESENTATIVES** from each discipline shall attend **monthly**:
 - (1) Youth Program Supervisor, Facilitator;
 - (2) Psychology Associate (QMHP), Co-Facilitator;
 - (3) Youth Program Officer III (YPO III), Case Manager;
 - (4) Psychiatry, when applicable;
 - (5) Education Representative;
 - (6) Medical Representative, when applicable;
 - (7) YCO (Primary) staff;
 - (8) Recreation representative;
 - (9) Parole Officer and/or Family Services Coordinator;
 - (10) Re-Entry Specialist, when available;
 - (11) Family members, legal guardians, other employees and visitors as deemed necessary;

Procedure 4200.07 Multidisciplinary Team

Page 2 of 4

- (12) Juvenile.
- ii. Consistent with Form 4200.07B MDT Monthly/Staffing Review, **PARTICIPANTS** in the **Monthly** MDT shall provide updates on juvenile's progress in the following areas:
 - (1) Unit Life–Juvenile's conduct, level, and other milieu activities;
 - (2) Continuous Case Plan (CCP) goals and objectives;
 - (3) Group Participation;
 - (4) Mental Health, if applicable;
 - (5) Education/Vocation;
 - (6) Community/Transition Plan;
 - (7) Medical, if applicable;
 - (8) Family dynamics and participation.
- iii. The **PSYCHOLOGY ASSOCIATE AND/OR PSYCHOLOGIST (QMHP)** shall be the clinical lead for the MDT and shall:
 - (1) Develop the overall case plan;
 - (2) Make treatment decisions on behalf of the juvenile; and
 - (3) Report and explain the results of the Criminogenic and Protective Factors Assessment (CAPFA) and any screening and assessment instruments administered to the juvenile as outlined in the procedural guide.
- iv. The **YPO III** shall:
 - (1) Secure the meeting location;
 - (2) Send out invitations to all participants at least ten days in advance;
 - (3) Assist the Psychology Associate with the development of the case plan prior to the scheduled meeting;
 - (4) Send copies of the case plan to the family, courts, and other designated parties no later than 14 days following the MDT meeting; and
 - (5) File all forms and MDT documentation.
- v. The **YCO** shall prepare a monthly update using Form 4200.07C4 YCO (Primary) Monthly MDT/Staffing Update for all juveniles on their primary case-load;
- vi. **EDUCATION PERSONNEL** shall:
 - (1) Take the lead for all educational concerns;
 - (2) Ensure special education personnel attend and/or provide updates for juveniles with a special education classification; and
 - (3) Review and discuss all TABE testing results.
- vii. The **PAROLE OFFICER AND/OR FAMILY SERVICES COORDINATOR** shall provide transition updates and other pertinent information using Form 4200.07C3 Community Corrections Monthly MDT Staffing Update, for juveniles on their case load;
- viii. All **MDT MEMBERS** shall prepare updates on the appropriate form in advance, according to discipline, for juveniles being reviewed. In cases where an MDT member is unable to attend, **S/HE** shall provide a written update on whichever form is applicable for the juvenile and forward it by email to the YPO III, Case Manager at least 24 hours prior to the scheduled meeting:
 - (1) Form 4200.07C1 Monthly MDT/Staffing Update;
 - (2) Form 4200.07C2 Monthly MDT/Staffing Education Update; or
 - (3) Form 4200.07C3 Community Corrections Monthly MDT/Staffing Update.

2. Staffing (90 Day Meeting):

- a. The **PSYCHOLOGY ASSOCIATE AND/OR PSYCHOLOGIST (QMHP)** shall facilitate a staffing for each juvenile on his/her caseload at least **every 90 days** and shall record a summary of the staffing in the juvenile's medical/mental health record. Participants shall include:
 - i. Members of the MDT;
 - ii. Family;

Procedure 4200.07 Multidisciplinary Team

Page 3 of 4

- iii. Outside providers and any other person(s) acting on the juvenile's behalf; and
- iv. The juvenile.
- b. **ATTENDEES** shall address the following, in accordance with Form 4200.07B MDT Monthly/Staffing Review, at a minimum:
 - i. Unit Life – Juvenile's conduct, level, and other milieu activities;
 - ii. Continuous Case Plan (CCP) goals and objectives;
 - iii. Group Participation;
 - iv. Mental Health, if applicable;
 - v. Education/Vocation;
 - vi. Community/Transition Plan;
 - vii. Medical, if applicable;
 - viii. Family Response;
 - ix. A review of the updated CAPFA and any additional assessment reports; and
 - x. Feedback and input from the family, the juvenile, and any outside guests.
- c. The **YPO III** shall:
 - i. Secure the meeting location;
 - ii. Send out invitations to all participants at least ten days in advance;
 - iii. Assist the Psychology Associate with the development of the case plan prior to the scheduled meeting;
 - iv. Input case plan updates into Youth Base;
 - v. Send copies of the case plan to the family, courts, and other designated parties no later than 14 days following the meeting; and
 - vi. File all forms and MDT documentation.
- d. The **YOUTH CORRECTIONS OFFICER (YCO)** shall provide updates using Form 4200.07C4 YCO (Primary) Monthly MDT/Staffing Update for all juveniles on their primary case-load;
- e. The **PAROLE OFFICER AND/OR FAMILY SERVICES COORDINATOR** shall provide Transition Plan updates and other pertinent information using Form 4200.07C3 Community Corrections Monthly MDT/Staffing Update for juveniles on their case load;
- f. All **MDT MEMBERS** shall prepare updates in advance on the appropriate form, according to discipline for juveniles being reviewed. In cases where an MDT member is unable to attend, **S/HE** shall provide a written update on whichever form is applicable for the juvenile and forward it by email to the YPO III, Case Manager at least 24 hours prior to the scheduled meeting:
 - (1) Form 4200.07C1 Monthly MDT/Staffing Update;
 - (2) Form 4200.07C2 Monthly MDT/Staffing Education Update; or
 - (3) Form 4200.07C3 Community Corrections Monthly MDT/Staffing Update.

3. **Child and Family Team (CFT):**

- a. In cases where a juvenile is eligible for or participates in an existing CFT, the **YPO III** shall:
 - i. Work with the Clinical Liaison from Arizona Department of Health Services and secure a meeting time and location within the ADJC secure facility for the CFT to take place;
 - ii. Inform the MDT members of the meeting place and at least 10 days in advance;
 - iii. Attend the meeting with the Psychology Associate (QMHP) and provide the CFT with updates on the juvenile's behavior and unit life activities;
 - iv. Record the minutes on Form 4200.07D Child and Family Team Notes, and file as indicated;
 - v. Report concerns and updates from the CFT during the monthly MDT process whenever a juvenile is being reviewed; and
 - vi. Follow-up with all disciplines to ensure that services and recommendations established by the team are being addressed.
- b. The **PSYCHOLOGY ASSOCIATE AND/OR PSYCHOLOGIST (QMHP)** shall:

Procedure 4200.07 Multidisciplinary Team

Page 4 of 4

- i. Attend the CFT in person or via phone;
 - ii. Present the juvenile's case plan and provide treatment updates to the team;
 - iii. Serve as ADJC's clinical lead during the process; and
 - iv. Follow-up with services and recommendations established by the team.
- c. The **PAROLE OFFICER AND/OR FAMILY SERVICES COORDINATOR** shall:
- i. Attend the CFT in person or via phone;
 - ii. Provide updates regarding transition planning and services being provided;
 - iii. Follow-up with services and recommendations established by the team.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
11/20/2006	Kellie M. Warren		